

Office of Pharmacy Affairs Website

STD, TB, FP, RWI & RWII Recertification & Revalidation Manual

PDF Version
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Important Notice: The information contained in this manual only pertains to the recertification and revalidation of the following entity types: STD, TB, FP, Ryan White I and Ryan White II.

Entity Recertification/Revalidation Instructions

Introduction

These instructions are provided for Grantees to complete the annual recertification/revalidation process for their funded 340B Covered Entities.

In an effort to maintain current and accurate information, the recertification/revalidation process allows Grantees to update their 340B Covered Entities using the HRSA OPA website at <https://opanet.hrsa.gov/opa/certification/Login.aspx> with the logins provided by HRSA PSSC staff.

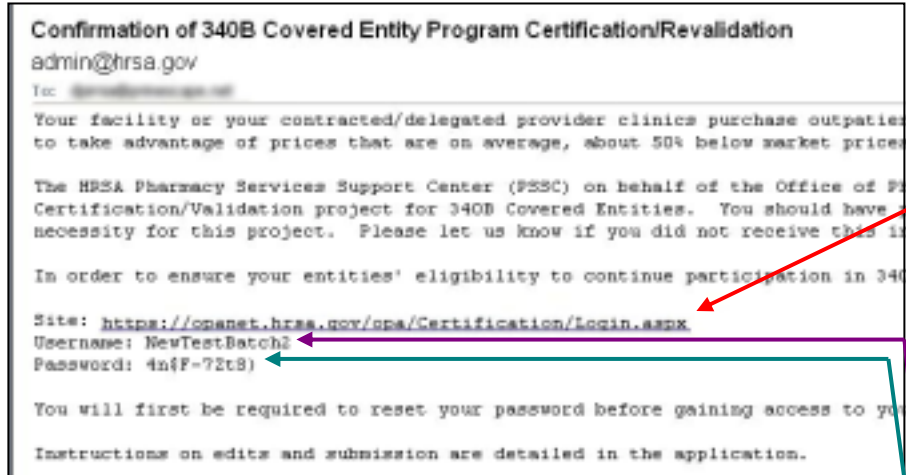
Grantees or Covered Entities may request special interim updates and recertification/revalidation as needed from HRSA PSSC Staff.

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Beginning the Recertification Process

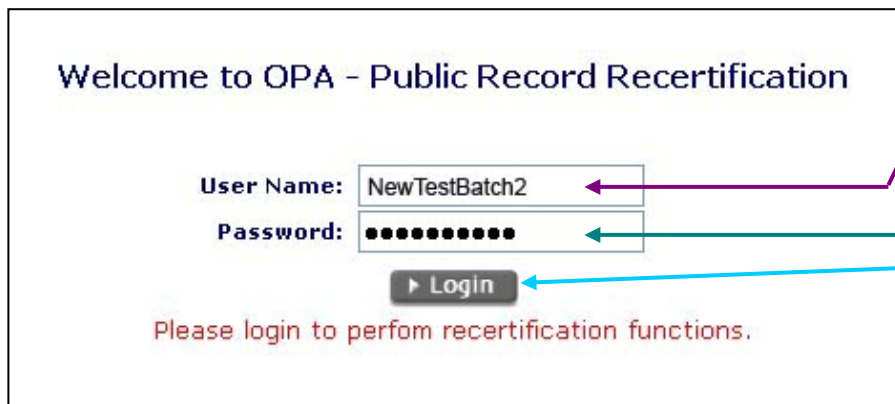
Receive Email notification



Step 1. Receive E-mail notification

- Open E-mail
- Click on Link to the login screen
<https://opanet.hrsa.gov/opa/Certification/Login.aspx>

Login to OPA Website



Welcome to OPA - Public Record Recertification

User Name: NewTestBatch2
 Password: [masked]
 Login

Please login to perform recertification functions.

Step 2. Login using temporary password provided in e-mail

- Enter Username from E-mail into the User Name box
- Enter temporary Password from E-mail into the Password box
- Click the Login button to go to the screen to change your password

Change Password



Welcome to OPA - Public Record Recertification

New Password: [text box]
 New Password Confirm: [text box]
 Change Password

This is your first time logging in. Please change your temporary password.

Welcome to OPA - Public Record Recertification

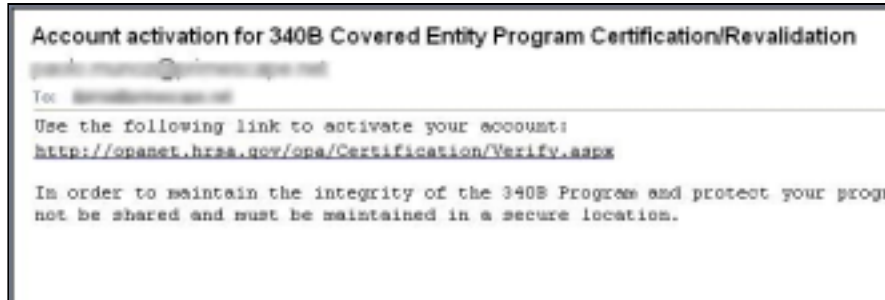
You will now receive an email containing a website link that will activate your account. Please log in at your earliest convenience.

Step 3. Change temporary password

- Enter a new password
- Enter new password again to confirm it
- New password must:
 - Contain 6-12 characters
 - Include alpha-numeric characters: **a b c 1 2 3**
 - Include a special character: **! @ # \$ % ^ & * /**
- Click the Change Password button
- A notification message will display regarding an activation E-mail that will be sent

Certifying and Revalidating Information

Receive Activation Email



Step 1. Receive Account Activation E-mail

- Open E-mail
- Click on Link to the password verification screen
<https://opanel.hrsa.gov/opa/Certification/Verify.aspx>

Login to Recertification Tool



Step 2. Password Verification screen leads to the Login Page

- Click the Login Page button
- Enter your Username in the User Name box
- Enter the new password you created into the Password box
- Click the Login button to view records awaiting recertification

View Records to be Recertified



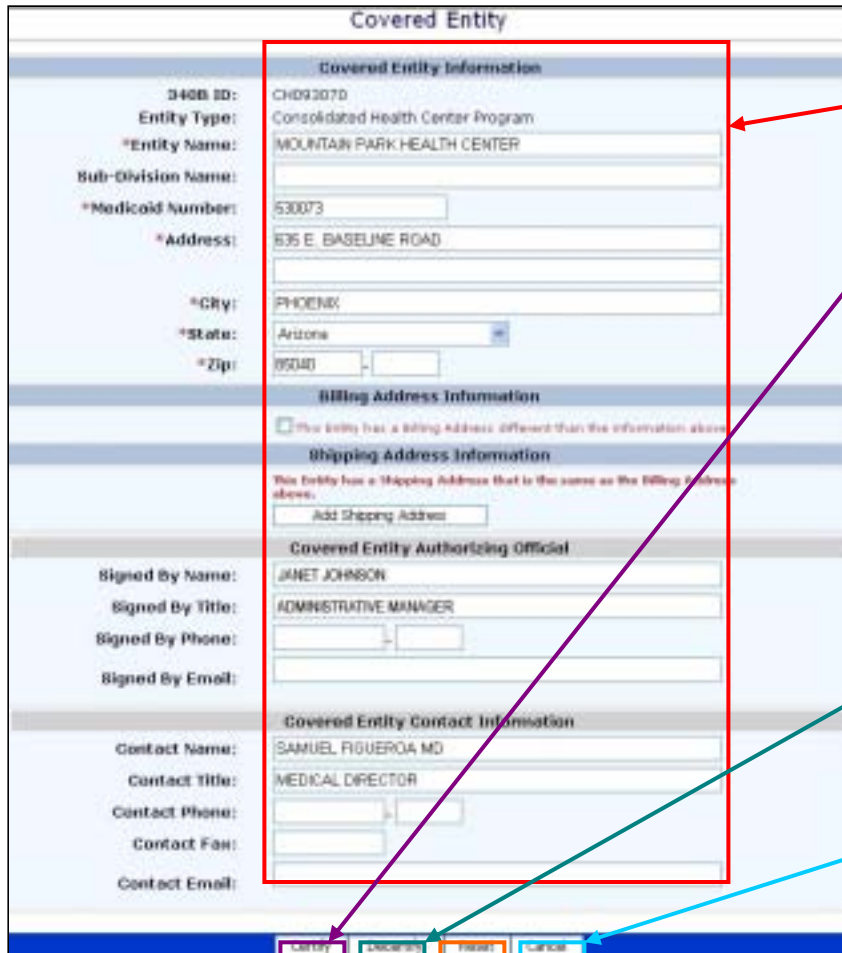
340B ID	Entity Name	Status
FF980169	CENTRAL MICHIGAN DIST HEALTH DEPT	Incomplete
FF980162	DISTRICT HEALTH DEPT NO. 10	Incomplete
FF980163	LMAO DIST HEALTH DEPT	Incomplete
FF480818	ST. CLAIR COUNTY HEALTH DEPT	Incomplete
FF480143	ST. CLAIR COUNTY HEALTH DEPT	Incomplete
FF480384	PLANNED PARENTHOOD OF SOUTHEAST MICHIGAN	Incomplete
FF480431	MACOMB COUNTY HEALTH DEPT	Incomplete
FF480603	ST. CLAIR COUNTY HEALTH DEPT	Incomplete
FF480673	OAKLAND CO HEALTH DEPT	Incomplete
FF480781	OAKLAND CO HEALTH DEPT	Incomplete
FF480915	PLANNED PARENTHOOD OF SOUTHEAST MICHIGAN	Incomplete
FF480925	MACOMB COUNTY HEALTH DEPT	Incomplete
FF480978	ST. CLAIR COUNTY HEALTH DEPT	Incomplete
FF481843	PLANNED PARENTHOOD MID-MICHIGAN ALLIANCE	Incomplete
FF481463	WAYNE CO HEALTH DEPT	Incomplete
FF481309	PLANNED PARENTHOOD SOUTHEAST MICHIGAN	Incomplete

Step 3. View Records to be Recertified

- To sort columns, click on the column title (to sort the information by that column in ascending order)
- Click on a 340B ID number to open the Entity record and view the detailed information to be updated and recertified (see next page)

View Details, Update, Recertify or Decertify Records

Detailed record information reflects contents of the 340B OPA database at the time the recertification batch was created.



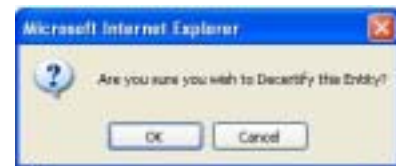
Step 4. Review and update Entity information

- Review all editable fields
- Make updates as needed
- If an Entity is still receiving funding and is continuing to participate, click the Certify (Revalidate) button when you are finished
- Confirm or cancel your selection when the message below appears



- If an Entity is no longer funded or chooses not to participate, click the Decertify (Terminate) button and fill in a reason for termination.
- Cancel will return you to the list without making changes to a record (this is good for viewing or printing)
- Reset will return the original page data

View Completion Message



- When selection is confirmed, the changes are saved and the list of records shows ONLY remaining the records to be completed
- When all records have been updated, a notification message will indicate that the recertification process is complete.

Frequently Asked Questions

How do I use this application?

Please use **Internet Explorer as your internet browser**. The application use is explained in this Recertification/Revalidation Manual. You can obtain additional copies by clicking this link: <http://opanet.hrsa.gov/opa/Login/MainMenu.aspx> Scroll down and click on the pdf icon for Download Recertification/Revalidation Manual. Click File at top menu and then click Print.

How to I log in?

The Recertification/Revalidation Manual will take you step by step through the log in process.

I clicked the link in the verification email but were do I log in?

You should see a button in the middle of the page called Login Page. Click this button and it will open the user name and password boxes to log in.

I entered the wrong password several times and it says I am locked out and to contact the Administrator. What do I do?

Please notify us at jglidewell@hrsa.gov or bjglidewell@cox.net. We can “unlock” the account and you can log in.

I can't log in. What do I do?

Accessing the internet through other applications, e.g., Lotus, can cause log in failure. Also, your individual computer or network settings may interfere with log in.

If you cannot log in, please call 540-371-7192 or email jglidewell@hrsa.gov for assistance. We can give you an option that will work.

I want to delegate this project to someone on my staff. Will they be able to log in?

Yes, please notify us with the person's name and email address and we will resend the link to them.

How do I look at a record without making changes?

Log in to the recertification/revalidation batch and Click on the 340B ID number. Click Cancel to exit the record.

When I look at an entity record, why are most of the fields completed?

The entity record shows what was in the 340B Database at the time we took a “snapshot” for the recertification/revalidation batch.

I need a worksheet of each record. How do I print the record?

- Click on the 340B ID number
- Select File at the top menu, Select Page Setup, Select Landscape Orientation and OK.
- Click on File again, Select Print, and OK
- To exit detail record click Cancel.

How do I get out of the record if I'm not ready to certify or decertify?

Click Cancel at the bottom of the page. This returns you to the main list and keeps the record in your list to be completed.

How do I make changes to the information?

Tab or click on the field you want to change, then type in changes. You must then click Certify at the bottom of the page to save changes. (If you are going to Decertify record, no need to make updates.)

Can I make changes and not certify?

No, the only way to save changes is to click certify.

When I click Certify or Decertify, the record no longer shows on my main list.

Why?

When you click Certify or Decertify, you have completed the record so it is removed visually from your list. The only records on your main list are the ones you need to complete.

How do I get back into the application after I log off?

Add this page to your Favorites in your Internet Browser:

<https://opanel.hrsa.gov/OPA/Certification/Login.aspx>

To log in the next time, click this favorite and log in with your user name and password you created.

I have two records for the same program. What do I do?

Decide which one you want to keep, make updates, and click Certify. On the duplicate you do not want to keep, click Decertify. (If you send me an email regarding duplicates, I will cross reference in the comment section.)

I have a record that shows a shipping address. Do I need to click Add Shipping Address button?

No, if a shipping address shows, it is already in the record. (You may modify shipping address if you need to.)

I need to add a shipping address. What do I do?

Click Add Shipping Address button. You will then see the fields to add a Shipping Address. The first address line can be used for the name of the organization and the second address line is used for the street address.

I'm trying to certify a record for an entity that has no shipping address. Why does it keep asking me for a shipping address?

If you inadvertently clicked "Add Shipping Address" button it opens the Shipping Address fields that must be completed before the record can be certified. If you do not need to add a shipping address, click Delete Shipping Address 1 which closes the fields. Now when you click certify, you will be able to complete the record.

When do I add a Medicaid Number?

The Office of Pharmacy Affairs is responsible for posting an entity's Medicaid Number in the 340B Covered Entity Database, **if the entity is billing states' Medicaid programs directly (by NDC) for drugs purchased at 340B prices.**

State Medicaid Programs use the 340B Medicaid Provider Numbers to create an *exclusion file*. The *exclusion file* is used to exclude Medicaid payment data for 340B priced drugs from states' Medicaid Rebate Claims to drug manufacturers. Ergo, the manufacturers do not have to pay a Medicaid Rebate on drugs that were purchased at 340B discount. (as required by law)

Note: The state Medicaid programs only have to reimburse 340B drugs at acquisition cost plus dispensing.

If you do not directly bill states' Medicaid programs for 340B drugs or if you purchase drugs from non-340B sources for your Medicaid patients, then there is no possibility for a double discount and rebate and those rules do not apply. A non-340B drug may be billed at your standard Medicaid rate. In this situation you would post "N/A" in the 340B Covered Entity database in the Medicaid Number field because you do not bill Medicaid for 340B drugs. If you post your Medicaid number in this instance, you will cause your state to inappropriately exclude legitimate claims from their unit rebates.



When do the changes actually appear in the 340B Database?

Once I receive approval from CDC, I will begin submitting updated records to the 340B Database. We will notify you when your changes have been made in the 340B Database.

If I have additional questions, who do I contact?

HRSA Pharmacy Services Support Center
c/o Jesse Glidewell or Bobbye Glidewell
55 Dawson Drive
Fredericksburg, VA 22405-1715
540-371-7192 Fax: 540-371-0118
Email: jglidewell@hrsa.gov